

## City Manager's Weekly Report

### Department:

### Notable Notes:

#### Notable Notes:

On April 4th, Chief Tiernan, Deputy Chief Farrall, and Dave Culver from the Code Enforcement Department, met with a local resident to discuss issues in her neighborhood. The meeting was arranged by Councilmember Hamilton.

#### Traffic Division/Special Operations Unit:

During the week of April 2nd, the Newark Police Traffic and Special Operations Units are conducting a joint enforcement effort to combat distracted driving. The goals of this initiative are to:

- Increase driver alertness and promote driver awareness resulting in more attentive driving and a reduction in attention related collisions.
- Establish a noticeable police presence on the roadway from members of the Traffic Enforcement Unit, the Special Operations Unit and additional uniformed personnel.
- Conduct enforcement of attention based violations (i.e. cell phone violations). ANY violations will be enforced (equipment, license & registration, etc.). As part of the initiative, which coincides with the Delaware Office of Highway Safety Distracted Driving initiative, officers will distribute the OHS Distracted Driving news release with citations for civil violations related to distracted driving.

#### 2017 Lions Club Officer of the Year:

At a ceremony on April 3, 2018, Master Corporal Joseph Conover was recognized by the Lions Club as their 2017 Officer of the Year. M/Cpl. Conover had several notable arrests in 2017.

- On 2/18/17, he conducted a routine traffic stop on a vehicle for a traffic violation. Upon contacting the driver, he smelled an odor of raw marijuana coming from the vehicle and he conducted a search based on the odor. During the search of the vehicle, he recovered a loaded .40 caliber handgun, an AK-47 style rifle with a loaded magazine, 10 individual baggies of marijuana, a digital scale, and other drug paraphernalia. The driver was arrested on numerous drug and gun charges.
- On 12/21/17, M/Cpl. Conover and other officers were working a retail theft prevention operation in a local store when M/Cpl. Conover observed a subject in the store who appeared to be armed with a concealed handgun. Officers conducted additional surveillance on this subject and arrested him outside of the store with a 9mm handgun concealed in his pocket. M/Cpl. Conover's supervisor also noted that he has worked on a number of community projects throughout the year, he coordinated training exercises for the Crisis Negotiations Team, and he acts as source of intelligence information for the entire department. M/Cpl. Conover currently serves as the Assistant Supervisor of the Special Operations Unit.

#### Street Crimes Unit:

- On March 27th, members of the Street Crimes Unit arrested a 33-year-old female for soliciting for prostitution at a local motel. A 29-year-old male was arrested during the same incident and charged with promoting prostitution.
- On April 3rd, officers from the Street Crimes Unit discovered two females soliciting for prostitution purposes in Newark on a website. Officers learned the females were staying at a local hotel in Newark and made arrangements to meet with them in an undercover capacity. Officers

conducted surveillance on the hotel and observed the suspected prostitutes going in between two different rooms with a male subject. Officers subsequently arrested the two females for prostitution and the male for promoting prostitution. Officers also discovered one of the females was wanted out of New Jersey on drug charges and the male was wanted out of New Jersey on multiple assault charges. Both of the subjects were additionally charged as being out of state fugitives.

**Citizens Police Academy:**

- On Tuesday, April 3rd, NPD hosted the first session of the 13th Citizens' Police Academy. The eight-week academy is designed to give residents a unique opportunity to observe firsthand the various duties and responsibilities of the police profession in Newark. The program will include courses of instruction in Traffic Enforcement, Radar & DUI, Crime Scene Investigation and Processing, Use of Force, Firearms, Police Culture, Patrol Procedures, K9 Demonstration, Ride-Alongs, and other unique topics. The goal of the program is to increase the public's awareness into the operations of the Newark Police Department.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:** Completed

**Expected Completion:** 04-05-2018

**Execution Status:** Completed

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

### City Manager's Weekly Report

**Department:**

Administration Department

**Notable Notes:**

Five & Wine/Wine & Dine: The 2nd annual Five & Wine 5-Mile Run/Walk and the 14th annual Wine & Dine were both a success. A final total of 380 people participated in the event. A majority of those participants then stayed for the after parties at Klondike Kate's and Stone Balloon.

Thousands of people then participated in the food and wine tastings at 14 restaurants during Wine & Dine that afternoon. Photos from the event can be seen on the DNP social media pages and on the Newark Post's website: [http://www.newarkpostonline.com/gallery/news/wine-and-dine-festival-showcases-downtown-restaurants/collection\\_1a14c7cb-e7bc-5a76-a187-8b77712fc038.html](http://www.newarkpostonline.com/gallery/news/wine-and-dine-festival-showcases-downtown-restaurants/collection_1a14c7cb-e7bc-5a76-a187-8b77712fc038.html). The winners of our VIP Firefly tickets raffle were Maureen Feeney Roser and Barbara Kirby.

Newark News Brief: The 18th Newark News Brief was posted on Thursday, March 29. The video features the City Council election, search for the next city manager, Newark Police Department Road to Success seminar and the holiday recycling change. The video can be seen on the City's social media pages, website and Channel 22: <https://www.youtube.com/watch?v=JCxj97bzn-g>

Main Street NOW Conference: Megan attended Main Street America's Main Street NOW Conference in Kansas City from March 26-28. She networked with Main Street executive directors, board members and volunteers from across the country. She also attended sessions on Main Street organizations working with municipalities, market analysis and marketing. She will be sharing ideas with the Downtown Newark Partnership boards and committees.

Referendum Educational Videos: Megan conducted on-camera interviews with Finance Director Dave Del Grande and Acting Public Works and Water Resources Director Tim Filasky regarding the upcoming referendum. We are using those interviews to create educational videos on topics including debt financing and the projects that would be funded by that money. The videos are scheduled to be released every Thursday from April 19 – May 31. The Facebook event for the Town Hall Forum on the referendum can be found here: <https://www.facebook.com/events/1840370216255809/>

#### Creative Design/Web Updates

- Converted Referendum Outreach signs for marketing material
- Designed NPD Road to Success Seminar flyer and poster; 4/11 PUBS closed sign, social media graphic, and scheduled News Flash; Holiday Recycling change graphic; News Brief graphic for free parking on Easter weekend; News Brief graphic for NPD success seminar; News Brief graphic for City council candidate forum; Facebook graphic for referendum town hall for 16th; and graphic for Town Hall Forum
- Updated Parks and Recreation event slides on TV22; Real Estate Taxes webpage; hiring graphic for City Manager position; UDNI post card and sign
- Final updates made to Wine and Dine menu
- Scheduled Holiday Recycling News Flash and InformMe; and public meeting notices
- Produced analytics for NPD webpages
- Posted CALEA accreditation press release, PUBS 4/11 closing and Town Hall Forum press release to News FlashMedia

#### Inquiries/Press Releases

Newark's Egg Hunt Rescheduled Due to Weather: <https://bit.ly/2IrGpDxNewark>  
 Police Department Receives Gold Standard Accreditation: <https://bit.ly/2GzrlTWPublic>  
 Notice: Town Hall Forums on June Referendum: <https://bit.ly/2q5usge>  
 Public Notice: Town Hall Forums on June Referendum: <https://bit.ly/2uNJWtR>

#### Activity or Project:

Communication Outreach: June Referendum

**Description:**

A poster advertising the referendum was created and is currently hanging in the lobby of the municipal building. We are coordinating the purchase of banners, big belly ad panels and yard signs to advertise the referendum as well. As indicated above, Megan is producing informational videos that will be distributed over the next several weeks. In addition, I've reached out to members of Council not currently up for election to determine their interest in/availability to host a district-level town hall to supplement the three city-wide town hall events currently scheduled (the press release with the schedule for those three went out this week) for April 16, May 22 and June 7. I will reach out to the representatives for Districts 3 and 5 following the election.

I contacted the Newark Evening Rotary to request an opportunity to address their membership at an upcoming meeting, but they are booked through July. They agreed, however, to distribute information to their membership and we provided them with flyers similar to the poster in the lobby. Those flyers were also distributed to runners who participated in the Five & Wine run, and was made available to families at the egg hunt and summer camp fair hosted by the Parks & Recreation Department. We will continue distributing the flyer at future events, as appropriate.

**Status:** In-Progress

**Expected Completion:** 06-19-2018

**Execution Status:** On Track

**Activity or Project:****Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:****Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report****Department:**

Administration Department

**Notable Notes:**

Administration/HR

Assistant to the Managers Mark Brainard worked with the Planning and Development team on a bid openings for the Sustainability Committee; three (3) bids were received to be reviewed and rated.

HR Manager Devan Stewart facilitated interviews with PWWR colleagues for both interns and part-time field staff.

Deputy City Manager Andrew Haines met with Acting Manager Tom Coleman, Director of Finance Dave Del Grande and lobbyist Rick Armitage to review strategy for potential hotel/lodging tax legislation. Draft edits were submitted to Deputy Solicitor Geena George and Acting Manager Coleman's needs.

Mr. Haines worked with members of the the HR team and Police Department in preparation for Saturday's promotional written exam for the ranks of master corporal and lieutenant.

**Parking Division:**

No charge parking was provided Friday, March 30th through Sunday, April 1st for the Easter weekend. All meters had a digital message displayed saying the meters were no charge and signage affixed to all off-street equipment.

Parking Manager Marvin Howard worked with PWWR Design Engineer Ethan Robinson on Lot #1 parking redesign, with the potential inclusion of 42 and 46 East Main Street parcels. These two parcels are the existing and abandoned UD houses that may transfer title to the City due to efforts by Acting Manager Coleman. Parking Division staff is compiling the expense estimates for the expansion of the lot, if negotiation efforts are successful.

New Street residents are coming in to the office for on-street permits (1 residential pass per unit). Parking ordered and received new physical parking stickers for all on-street meters that will display hours of operation, rates, and method of payment.

**Activity or Project:**

Millennium: March Activity Report

**Description:**

March activity report attached.

**Status:** Completed

**Expected Completion:** 03-31-2018

**Execution Status:** Completed

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

## City Manager's Weekly Report

**Department:**

Administration Department

**Notable Notes:**

This report covers the last two weeks due to the Good Friday holiday.

I visited UD's scaled smart city laboratory where a team of engineers is working on the development of connected and autonomous vehicles with the goal of reducing fuel consumption by 20%. The work they are performing is very interesting and will have an impact on cities like Newark as CAV's become more prevalent.

I attended a meeting at UD where they discussed the new South College Residence Hall planned for South College Avenue, just north of Park Place, between South College Avenue and Warner Hall. The proposed facility will be four stories, include 650 beds and some classroom space on the first floor, and be similar in design to the South Academy Street residence hall which was most recently completed on Academy Street. Attached you will find the presentation that was given at the meeting. The current schedule has construction starting this August with students moving in for the Fall 2020 semester. I will provide more information as it becomes available.

We met internally to discuss the work order system and the path forward for streamlining the process as we continue to roll it out to more operating departments.

We met to discuss referendum outreach efforts and provided the first press release regarding the three original townhall meetings. The first meeting is scheduled for April 16th where we will discuss the history, process, and projects currently proposed for inclusion ahead of question development. I am currently preparing the first draft of the presentation.

I met with a representative from the 92 East Main development project and our parking department to discuss how we can minimize impacts to Lot 3 during and after construction, assuming the project is approved by Council. I have also scheduled a meeting between the developers for 92 and 96 East Main Street with the hope that the two can work together to provide a better project for Newark.

Staff and I met with the DelDOT project manager for the I-95 and 896 interchange project. They presented the three options currently being considered along with the justification for the project. I have concerns about the overall cost of the project versus the proposed benefit but if constructed it will improve the current congestion and reduce the rate of accidents at the interchange.

We have started internal discussions about desired improvements to the 896 corridor between Rt. 4 and Delaware Avenue. Specifically, we discussed ways to improve pedestrian and bicycle safety and convenience for people traveling between the downtown and the future STAR developments and also ways to improve the aesthetics of our southern gateway. UD has indicated support of the effort and we plan to involve them with the discussion. This will be a longer-term project with the goal of having DelDOT incorporate some of our recommendations with the next resurfacing.

I met with Public Works staff and our consultant from AECOM to discuss asset management plans and the potential for participating in the State Revolving Fund's asset management grant program.

We plan to develop an application for the summer grant acceptance period.

Finance Director Del Grande and I held a conference call with our consultant at PFM regarding our finance plan for the upcoming referendum. We discussed potential funding source options and are now leaning toward a direct bank loan for general fund projects as opposed to a bond issuance due to lower costs and more flexibility.

In accordance with prior discussions at Council, we have developed proposed legislation for consideration by the state legislature which would authorize chartered municipalities the authority to charge a lodging tax up to 3% in addition to what the state charges. You will find our legislation attached. We have also confirmed that the County's currently proposed legislation will not impact our ability to levy a similar tax as the County's will only apply to unincorporated areas as currently written (also attached). We are working with our lobbyist and have reached out to other municipalities to discuss the potential of working together on the effort. We will also be reaching out to state elected officials for support. Our hope is that the County's legislation and ours will be approved together this legislative session. We will provide more information as it becomes available.

We held a meeting between our IT and Electric teams and Honeywell, our contractor for the smart meter project where we discussed the project and design process, so our new leadership can better understand the design choices that were made and why. We have had a lot of turnover and there are few people still here that were heavily involved in the decision-making portions of the project.

#### **Activity or Project:**

##### **Description:**

##### **Status:**

##### **Expected Completion:**

##### **Execution Status:**

#### **Activity or Project:**

##### **Description:**

##### **Status:**

##### **Expected Completion:**

##### **Execution Status:**

#### **Activity or Project:**

##### **Description:**

##### **Status:**

##### **Expected Completion:**

##### **Execution Status:**

### **City Manager's Weekly Report**

#### **Department:**

## Alderman's Court

**Notable Notes:**

Alderman's Court held 6 court sessions from 3/22/18 to 4/4/18. These sessions included arraignments, trials, code violations, capias returns and video hearings. Parking officers were here on Monday and Wednesday to hear any parking appeals.

**Activity or Project:**

court sessions

**Description:**

From 3/22/18 to 4/4/18 Alderman's Court handled 102 arraignments, 71 trials, 12 capias returns, 8 video hearings and 4 code violations. The court collected a total 785 parking payments of which 530 were paid online and 255 were paid in court. The court also collected criminal/traffic payments which included 211 online payments and 82 in court payments for a total 293 payments.

**Status:** Completed

**Expected Completion:** 04-05-2018

**Execution Status:** Completed

**Activity or Project:****Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:****Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on March 26 for Council and March 27. Geena was in the office on March 22 and 29 for Court and April 3 for Planning Commission.

Tara attended week 3 of the Municipal Clerks Institute hosted by UD's Institute for Public Administration in Dover. Sessions included operation collaboration and community planning. Tara is attending her third and final year of the institute, which will give her 20 credits towards the 110 needed for her Certified Municipal Clerk designation from the International Institute of Municipal Clerks. She is attending this year on scholarship, which has defrayed the costs to the City for her



attendance.

Paul, Renee and Tara staffed the Council meeting on March 26. An addendum removing 3C (3/1 PCPS minutes) and item 3A (3/12 Council minutes) were sent to Council on March 23. A second addendum removing Executive Session A and item 7A (Contract 16-12 change order) was sent to Council on March 26. Follow up was completed by staff on March 27.

Sarah attended voter registrar training on April 3. This training is required by the State of Delaware for all staff in the City Secretary's Office for the City to be able to use the State's voter registration files.

Sarah completed, posted and mailed the required notices for the April 19 Board of Adjustment meeting. There are two applications on the agenda. 15 Prospect Avenue has requested a variance for maximum lot coverage. 300 Socum Court has requested a total of six variances for number, area and height of signs needed to be able to post two additional signs on their property. Please note that the April 19 Board of Adjustment meeting will start at 8:00 p.m. instead of 7:00 p.m. due to the Council organization meeting that night.

Renee drafted and circulated to staff for review the subdivision agreement for 24 and 30 Benny and 155 South Chapel Streets. Renee and Sarah also drafted and submitted the relevant public notices for the project. The Comprehensive Plan amendment, rezoning and major subdivision with site plan approval for this project will be on the April 23 agenda for Council consideration.

Tara drafted two proclamations for the Delaware River Basin Commission and Vaisakhi Day.

Renee spent some time working with GovHR regarding follow up items on the City Manager search materials from the Council direction at the March 26 Council meeting. The job has been posted by GovHR and applications are open until April 30. Additional information on the position can be found at <http://www.govhrusa.com/media/273576/Newark-City-Manager-ad-for-website.pdf>.

Work continues on the preparations for the April 10 Council election. Updated voter registration lists were received from the Delaware Department of Elections, newly registered voters were coded by staff and final voter registration lists were sent to candidates. Final workers were recruited by Election Board members for the District 3 and 5 polling places. Final paperwork was sent to the Department of Elections. All remaining notices were created and posted. Staff also spent considerable time preparing the voter materials for the polling places for Election Day.

Absentee voters have also been picking up. As of April 4, 31 absentee ballot requests have been received (20 for District 3 and 11 for District 5) and 21 have been returned (12 for District 3 and 9 for District 5). For those who would like to vote absentee, please contact the City Secretary's office by phone at 302-366-7000 or email your request to [citysecretary@newark.de.us](mailto:citysecretary@newark.de.us). Absentee ballots for City elections cannot be obtained through the Delaware Department of Elections. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

FOIA issues took considerable staff time over the last two weeks. The following actions were taken on FOIA issues:

- \* Began scanning of documents for a January 25 FOIA request from O'Rourke Investigative Associates, Inc. regarding 400 Ogletown Road.
- \* Received documents from staff, scanned and began document review for a February 20 FOIA request from Environmental Alliance regarding 200 Carroll Court.
- \* Began receiving documents from staff and spoke to the requestor for a March 17 FOIA request from Sarah Bucic regarding the DNREC Sandblasting Technical Committee.
- \* Received and circulated to staff a March 22 FOIA request from Everett Jones regarding 19 Squirrel Lane.
- \* Received, directed requestor to the appropriate agencies and closed a March 22 FOIA request from Greyco for a property outside City limits.
- \* Received, circulated to staff for review a March 23 FOIA request from Property Debt Research regarding 2 Ethan Allen Court.
- \* Received, circulated to staff and Council and began receiving documents for a March 28 FOIA request from Tarabicos Grosso, LLP regarding the Park N Shop.
- \* Received, directed requestor to the appropriate agencies and closed a March 29 FOIA request from SLK Group for a property outside City limits.
- \* Received, provided documents to the requestor, completed and closed an April 2 FOIA request from Northeast Carpenters regarding March building permit information.
- \* Received, circulated to staff and asked requestor for additional clarification on an April 3 FOIA request from LCS, Inc. regarding 165, 167, 169, 173 and 175 East Main Street.

The April 3 Downtown Newark Partnership Design Committee, April 3 Planning Commission, April 4 Downtown Newark Partnership Strategic Planning Committee, April 5 Election Board, April 10 Election Board, April 10 Absentee Election Judges, April 10 Conservation Advisory Commission, April 11 Planning Commission Parking Subcommittee, April 11 Newark Housing Authority, April 12 Election Board, April 12 Downtown Newark Partnership Economic Enhancement Committee, April 12 Downtown Newark Partnership Board, April 17 Traffic Committee and April 19 Board of Adjustment agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the February 26 Council executive session (Renee drafted - complete), and March 26 Council (Tara drafting) minutes. The March 26 Council executive session minutes are currently in the queue.

Sarah fulfilled 10 discovery requests for upcoming Alderman's Court cases. 94 discovery requests have been filled so far for 2018. The office also received the court calendars for April 6 and 12 and the 20 associated case files were prepared for the Deputy City Solicitor. 15 court calendars with 203 associated case files have been compiled so far for 2018. Three plea by mails were processed.

The office received 26 new lien certificate requests in the last week, which were sent to Finance for processing. 16 lien certificates were completed and sent to the requestor. So far, 108 lien certificates have been processed for 2018.

#### **Activity or Project:**

Digital Records Project

#### **Description:**

Samantha spent time creating, testing and implementing custom document templates in TCM. She also sent two destruction notices to State Archives for approval.

Samantha and Ana also continued working on quality control review for documents already scanned into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for March 22-April 4 are below as well as final number for the month of March.

**Status:** In-Progress

**Expected Completion:**

**Execution Status:** On Track

**Activity or Project:**

Lobbyist Weekly Report

**Description:**

No report was submitted this week.

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

Recodification

**Description:**

Municode has informed us that the proofs of the new Code will be delivered on or around April 30 for final review. Once the proofs are received, they will be circulated to staff for final review. When the final review is complete, Municode will prepare the final ordinance for consideration and adoption by Council. Please note that the readopted code will only have ordinances adopted by Council through December 31, 2017. Once the recodification is adopted by Council, a supplement will be issued for all ordinances adopted since January 1, 2018 to be included.

**Status:** In-Progress

**Expected Completion:**

**Execution Status:** Behind Schedule

### **City Manager's Weekly Report**

**Department:**

Electric Department

**Notable Notes:**

The line crews started preparing the substation at South Well Field for a new transformer that is on the capital projects agenda. They also energized a second service needed at the 10 story building at STAR Campus.

A contractor fixed the bushings on the Fremont Road Substation Transformer after line crews and electricians gave it their best shot to repair the hot spots that showed up on infrared scans. The contractor determined that a jam nut was missing from three bushings leaving the leads from the

transformer to the bushing loose which caused arcing inside the bushing. The electricians fixed an oil leak at the Fremont Road Substation Transformer, cleaned up the contaminated area, and topped off the transformer with oil and nitrogen after the contractor's repairs. The electricians also repair lights at the garage and worked on the material list for more electric capacity in the loading dock area, consisting of panels and an indoor transformer. Engineering compiled the monthly UD loads for DEMEC and billing, started ordering material for the spacer cable replacement project behind the old Rodney and Dickinson, and is pricing up projects coming in for review.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

### **City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

City of Newark's Payment and Utility Billing department will be closed on Wednesday, April 11, due to staff training. Customers are still able to pay their bills online at [www.newarkde.gov/payments](http://www.newarkde.gov/payments).

The Summer rates for electric were effective April 1. All residential electric consumption will be billed on a tiered rate from April 1 through September 30. The change remains the same at 14.5 cents per kwh for the first 250 kwh consumed, but the next two tiers will change. Tier two includes consumption between 251 and 1000 kwh and will be 15.65 cents per kwh. Tier three includes all consumption over 1000 kwh, and which will change to 17 cents per kwh. All tiers will go back to 14.5 cents on October 1st.

The First State Community Action Agency (FSCAA) was in the PUB office on April 5th providing counseling services to individuals having difficulties paying their utility bills. This is a

weekly service that we provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. Our FSCAA rep is also here to provide services to our residents, and provide an avenue for them to obtain other levels of assistance. [www.firststatecaa.org](http://www.firststatecaa.org).

Catholic Charities is now providing office hours at City Hall. Clients who previously had to travel to Wilmington for an appointment are now able to come directly to our office for assistance. Please contact the Payment and Utility Billing office for more information at 302-366-7000.

#### **Activity or Project:**

Automatic Bill Payment/Leak Detection System - CustomerConnect

#### **Description:**

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account. Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year. Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

**Status:** In-Progress

**Expected Completion:** 12-31-2018

**Execution Status:** On Track

#### **Activity or Project:**

Annual Audit

#### **Description:**

Our external auditors from Clifton Larsen Allen are in the office this week and next week as part of their field work for the 2017 audit. Accounting staff has been spending a considerable amount of time providing the information required for their review.

**Status:** In-Progress

**Expected Completion:** 06-30-2018

**Execution Status:** On Track

**Activity or Project:**

2019 Budget

**Description:**

Preliminary work has begun on the 2019 budget process. Finance is preparing a timeline for department managers and council. We will be providing Council with some options as to how they would like to proceed with the departmental budget hearings that were held between July and September of last year.

**Status:** Started**Expected Completion:** 12-03-2018**Execution Status:** On Track**City Manager's Weekly Report****Department:**

Information Technology Department

**Notable Notes:**

1. BIG CONGRATULATIONS to the APPS Team, especially Daina Montgomery and Donald Lynch on the completion of the Planning and Codes and Tax - Munis application installation and data conversion.
2. Desktop Support Technician applications have been received and reviewed.
  - a. Interviews have been set for to take place on 10APR18.
3. PC Refresh Project review is ongoing
  - a. Financial and time implications are under review
4. PTZ Cameras installation project for the College Ave PD application is in process
  - a. Parts list completed and ordering process started
5. Extended discussion of Security and Network enhancements are continuing.
  - a. Marius Motoc updated security services related to continued enterprise monitoring and verification
  - b. Continued Security testing and reconfiguration
  - c. Server systems research and discussions are ongoing

**Activity or Project:**

Munis Permitting and Tax Project

**Description:**

Project complete

**Status:** Completed**Expected Completion:** 12-31-2017**Execution Status:** Completed**Activity or Project:**

Workstation System Update

**Description:**

Recieved Lease quote.

Putting project plan together for full refresh

**Status:** Started  
**Expected Completion:** 05-31-2018  
**Execution Status:** On Track

**Activity or Project:**

Reservoir solar power and camera

**Description:**

**Status:** Started  
**Expected Completion:** 08-03-2018  
**Execution Status:** On Track

**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Conducted a snow and ice removal meeting with Parks Supervisors; met with Parks Superintendent, Public Works, Code Enforcement and the City Solicitor about hazardous tree notification procedures with residents; conducted a meeting with Preston's Playground Committee and local developer about construction of restroom facility at the reservoir; helped coordinate with the University of Delaware Athletics for the use of the Bob Carpenter Center for the Annual Egg Hunt, the event went great and the University staff gave us great support throughout the process. Conducted a Community Garden Committee meeting and worked on community garden organization; reviewed the park bird habitat plans for the Delaware Audubon Grant; worked on some minor upgrades with the ball fields at Handloff Park and reviewed the field maintenance report.

Deputy Director: Provided information to potential vendors for upcoming events who had made inquiries; worked with the University of Delaware Athletic staff to finalize details for the set-up of the Egg Hunt which was held at the Bob Carpenter Center this year due to the wet and muddy conditions at White Clay Creek State Park, met with Joe, Chrissy and Allison to work on final details for the Egg Hunt and moving to the indoor location, contacted vendors with the updated information regarding the hunt, assisted with gathering supplies and donated baskets for the Egg Hunt and worked the event in which over 1,200 children participated in hunting 20,000 eggs; worked with instructors on the cancellation of programs due to inclement weather and notifying participants with the cancellation and make-up date information; conducted weekly staff meeting; met with two staff members from Camp R.E.A.L. regarding the camp for this summer and having them plan and lead the daily schedule of activities; attended the Memorial Day Parade Committee meeting and updated items in the script for the parade. Information for the parade has been sent out to all of the previous participants along with numerous veterans organizations and local bands inviting them to participate. Processed special event applications received through City departments and sent out approved permits for upcoming events; worked on setting up next Memorial Day Parade Committee meeting; worked with Allison and fitness instructors to complete new programming ideas for summer brochure; completed first draft of summer brochure consolidating all the programs from each supervisor; working on data entry forms of confirmed programs for input into recreation software and continued to update brochure information for

Shelby; conducted weekly staff meetings; worked on VIP invitation letter that will be sent out for the Memorial Day Ceremony and Parade and contacted the Newark Community Band for their possible involvement in the ceremony; started to receive back contracts from bands for the Spring Concert Series and finalizing details for each performance; compiled sports equipment and arts and crafts bids for final selections.

Recreation Supervisor of Athletics: Tennis lessons began on Sunday and Monday before the snow started, cancelled the rest of the week; continued taking payments for adult volleyball teams, the league is scheduled to start 4/23; held an after care staff orientation; held some Rittenhouse Camp staff interviews; working on details for summer programs and entered updated information in the excel file; the snow caused several cancellations, particularly with schools closing early Tuesday and being closed the rest of the week, rescheduled adult softball captains meeting and added makeup dates for several programs. The most recent session of afterschool gymnastics concluded this week, a performance for the whole school at Downes Elementary was held on March 27; assisted Parks Superintendent with ball field inspections at Handloff, Kells, Dickey, Fairfield, GWC, Lumbrook and Folk Parks, also assisted with inspection at Rittenhouse Park in preparation for summer camp; continued taking adult volleyball team payments; held adult softball team captains organizational meeting; continued planning for Rittenhouse Camp, held and set up additional staff interviews, mailed employment contracts to returning staff; completed before and after care staff schedule for April; met with Deputy Director regarding sports and arts & crafts supply bids; tennis lessons scheduled on Thursdays were able to start.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs and for the upcoming Spring Break Camp; met with Recreation Staff and University of Delaware Staff to finalize plans for the Egg Hunt; recruited, coordinated and led volunteers in Egg Hunt preparations the week prior to the event; continued to finalize and meet with potential Summer Camp staff; rescheduled programs scheduled for Tuesday and Wednesday due to the snow storm; finalized information for a FULL School's Out Day held at the George Wilson Center with a total attendance of 20 participants; continued recruitment of volunteers for upcoming events including the Spring Community Clean Up and Earth Day Volunteer Day; met with Recreation Staff for final event details for the Egg Hunt on Friday and worked the Egg Hunt on Sunday, March 25 held at the Bob Carpenter Center. Continued finalizing information for summer programs and met with potential instructors for summer programs; continued finalized information for the upcoming Spring Break Camp scheduled for April 2 – 6 and sent information to parents; updated staff and activity schedule for the School's Out Day scheduled for March 30 which ran with a total of 9 participants; continued to finalize and meet with potential summer camp staff; attended a recreation staff meeting; finalized and sent information to participants for the Full Moon Hike scheduled for March 30; finalized and sent out the George Wilson Center attendants schedule for April; coordinated with the Recreation Specialist to send a Thank You email to all volunteers that assisted with the preparations and Annual Egg Hunt, a total of 64 volunteers devoted 185 hours assisting with Egg Hunt preparations throughout the week of March 19 - 23 and a total of 27 volunteers devoted 82 hours on Sunday, March 25 assisting with the Annual Egg Hunt event, overall 91 volunteers devoted 267 hours to help make the Egg Hunt possible; continued recruitment of volunteers for upcoming events including the Spring Community Clean Up and Earth Day Volunteer Day.

Recreation Specialist: Prepared for the Egg Hunt event by soliciting and collecting donations from local businesses, gathering supplies, and organizing eggs; sent out Memorial Day Parade invitations to past participants and additional veteran organizations; attended Memorial Day



Parade meeting; interviewed a volunteer for Rittenhouse Summer Camp and sent confirmation information; worked the Egg Hunt. Created fillable PDF Spring Concert Series contracts and sent them out to all confirmed performers; updated after school care Soccer Shots information and sent out flyers for Downes and West Park Place elementary school participants; reached out to fitness instructors to get fall schedules; drove aftercare employee for random drug test; reached out to previous participants and organizations for the Memorial Day Ceremony to check on availability; uploaded data from registration software from participants who signed up for Memorial Day Parade into spreadsheet for eventual parade script information; sent rosters to fitness instructor; dropped flyers and brochures off at the Library; scheduled interviews for summer camp volunteers.

Parks Superintendent: Attended several meetings this week concerning snow/ice removal and the city's responsibilities in relation to tree issues, met with two homeowners and one developer concerning Bamboo removal and a tree pruning/removal issue, reviewed applications for our 3 seasonal position openings with Parks Supervisor and coordinated with HR to set up interviews next week, inspected several park areas and valley stream areas for tree damage and creek blockages, and continued advising Eagle Scout on his Eagle project at Fairfield Park. Met with Recreation Specialist concerning developing "Punch Lists" for Rittenhouse Day Camp and ball fields for 2018 season, discussed with acting Public Works Director about the possibility of installing two planting sites in lower wetland meadow area at Curtis Mill Park, attended training session concerning meadow management at Mt. Cuba, met with representatives from Delmarva and Altra Landscaping concerning turf/soil repair at Olan Thomas Park from new electrical line installation to Kershaw substation, went around with our arborist contractor to look/access several tree/creek clearance issues from the four March winter storms, supervised the installation of seasonal display at entrance to City Hall, and followed up on light repair by the Electric Department.

Parks Supervisor: Coordinated all snow/ice removal/control operations resulting from this week's nor'easter, along with Parks Superintendent review application for seasonal position openings, assigned field staff daily and assisted as needed, and coordinated with Recreation Division for delivery of materials/supplies for Easter Egg Hunt and 5 and Wine event. Assigned field staff daily and assisted as needed, research vinyl covers for sign posts at Wilson Center.

Parks/Horticulture Staff: Completed snow removal/ice control throughout park system, did interior bed maintenance at City Hall and trash removal throughout park system, delivered materials/supplies for Easter Egg hunt and 5 and Wine events, did equipment maintenance on chain saws and power pruner for tree work next week, and checked and removed debris as needed in front of all inlet pipes/on top of Stormwater basins throughout park system as needed. Dragged/scarified all ball fields, continued meadow mowing throughout park system, did interior bed maintenance at City Hall, continued branch clean up throughout park system, did trash removal throughout park system, did tree pruning in downtown parking lots and at other park sites as needed, planted seasonal display by entry into City Hall, installed repaired sign along Hall Trail at Academy Street trail head, repaired footbridge in Valley Stream, completed wood carpet installation at Community Garden site, picked up materials/supplies from Wilson Center for Easter Egg Hunt and 5 and Wine race, and continued on work orders as needed.

#### **Activity or Project:**

Spring Community Clean Up

**Description:**

The City of Newark Spring Community Clean Up will take place on Saturday, April 14 from 8 – 11 a.m. Groups and individuals are to report to the Newark Municipal Building at 8:00a.m. To volunteer for the event, please call the recreation office at 366-7000. Trash bags and a volunteer snack will be provided to all that volunteer.

**Status:** Not Started

**Expected Completion:** 04-14-2018

**Execution Status:** On Track

**Activity or Project:****Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:****Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

### City Manager's Weekly Report

**Department:**

Planning and Development Department

**Notable Notes:**

**CODE ENFORCEMENT:** Property Maintenance reported light activity this past weekend because of Spring Break at University of Delaware. The owner of the property at 720/724 Academy Street has been notified of the status of the building as per the City Code as it relates to a fraternity at this location that had its national charter revoked. The fraternity appeal with the national fraternity was scheduled for this week.

Renovation plans for the Food Lion at Fairfield Shopping Center are being reviewed; plans for the overall renovation of the shopping center have been received and are being reviewed. The plans for the new rail station on the STAR Campus have been received and are being reviewed. Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The foundation and steel work on South Main Street for the next phase of Chimney Ridge is ongoing. The building and site work is ongoing for the new hotel at 400 Ogletown Road, with a completion date scheduled for this spring. Staff continued to meet and discuss projects with University of Delaware staff. Staff expects the new south campus dormitory plans to be submitted in the next several weeks.

The STAR Campus exterior work is continuing. Interior work is progressing on floors that are now closed-in and out of the weather. Work on the atrium space connecting the buildings is

ongoing. The structural steel installation is ongoing on the new six-story lab at STAR Campus. The Chemours Building foundation work is continuing. The foundation work for the main office building is completed and the foundation work for the warehouse is ongoing.

Code Enforcement continues to correct data on business and rental licenses in MUNIS.

#### PLANNING/LAND USE:

The Planning Commission is scheduled to meet on Tuesday, April 3, 2018 starting at 7:00 p.m. in Council Chambers. Agenda items include:

- An annexation and rezoning for 3 and 5 Bridlebrook Lane to make sanitary sewer available to the existing homes on the sites.
- A minor subdivision for 0 and 1365 Marrows Road to combine the two parcels and build a 2,950+/- structure for use as a car rental business.
- Discussion of reprioritization of Planning Commission 2018 Work Plan Schedule.
- Discussion of special meeting regarding recommendations from the Rental Housing Needs Assessment Study.
- Initial discussion of rezonings and Comprehensive Development Plan amendments per Work Plan Item 8.
- Parking Subcommittee update. The Planning Commission Parking Subcommittee is scheduled to meet on Wednesday, April 11, 2018 at 2:00 p.m. in the Council Chamber.

The following was also completed this week:

- 4 Deed Transfer Affidavits
- 26 Building Permit Reviews

#### LAND USE PROJECTS CURRENTLY UNDER REVIEW:

1119 South College Avenue (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

30 Benny Street and 155 South Chapel Street (PR#16-08-01): Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 4, 2017 and are currently under review. A SAC meeting was held on November 13, 2017. SAC comments were sent to the applicant on November 17, 2017. The Planning and Development Department received revised plans on

December 12, 2017. The project, originally scheduled for review and consideration by the Planning Commission on January 2, 2018, was tabled at that meeting due to lack of public notification sign posting at the development site. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment and rezoning of 24 and 30 Benny Street. Approval of the major subdivision and site plan approval plan for 24 and 30 Benny Street and 155 South Chapel Street was continued to allow the applicant to provide additional documentation on questions and issues raised at the meeting. Planning Commission review and consideration of the major subdivision and site plan approval, with the additional documentation, will occur at the Commission's March 6, 2018 meeting. The applicant submitted additional documentation on February 20, 2018. At their March 6, 2018 meeting, the Planning Commission recommended approval of the major subdivision and site plan approval plan. The project has been placed on the City Council agenda for March 26, 2018 (first reading) and April 23, 2018 (second reading).

65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

275 South Main Street, Park N Shop (PR#17-06-02): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 2017. Revised plans were received by the department on January 16, 2018, and staff comments were sent back to the applicant via a SAC letter on January 30, 2018. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit and parking waiver for Park N Shop. At its meeting on March 26, 2018, City Council passed a motion to postpone a vote indefinitely on the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for this project.

92 East Main Street (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017. The project will be reviewed and considered by the Planning Commission at an upcoming meeting.

0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of

commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting was held on November 15, 2017. Staff comments were sent to the applicant on November 30, 2017. Revised plans were received by the Planning and Development Department on February 22, 2018 and forwarded to the Subdivision Advisory Committee on February 23, 2018. SAC comments were forwarded to the applicant on March 27, 2018. The project is scheduled to be reviewed and considered by the Planning Commission at their April 3, 2018 meeting.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017.

67-69 New London Avenue (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018.

46 Welsh Tract Road (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

419 and 421 Paper Mill Road (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

1501 Casho Mill Road (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent

to the applicant on January 18, 2018.

924 Barksdale Road (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. Plans were distributed to the Subdivision Advisory Committee on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033 and 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018. This project is scheduled to be reviewed and considered by the Planning Commission at their April 3, 2018 meeting.

515 Capitol Trail, Charlotte's Way (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Plans were distributed to the Subdivision Advisory Committee on February 16, 2018.

1364 Marrows Road and 701 Ogletown Road, Martin Honda (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet.

#### **Activity or Project:**

#### **Description:**

#### **Status:**

#### **Expected Completion:**

#### **Execution Status:**

#### **Activity or Project:**

#### **Description:**

**Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Public Works and Water Resources Department

**Notable Notes:**

Due to the forecast snow storm, DelDOT's weekend closure of SR 4 Eastbound (Christina Parkway Bridge) has again been postponed. The closure has been rescheduled for the weekend of Friday, April 13, 2018 and will continue for each weekend in April.

Nor'easter #4 was a significant storm, however, warmer temperatures before and after helped with the quick melt and the timing helped with our staffing levels to be able to clear the roads efficiently. We are still compiling notes on complaints, kudos and everything in between for a comprehensive update to our Snow and Ice Control Plan. Please forward any comments to [tfilasky@newark.de.us](mailto:tfilasky@newark.de.us) and encourage your residents to do the same.

**Activity or Project:**

Main Street Paving

**Description:**

DelDOT is planning on some patching along Main Street to hold over until the complete reconstruction is underway. Starting in early June, there are approximately 20 patches along Main Street that will be addressed. Similar to what was completed on West Cleveland Avenue in 2017, these patches will take care of the deteriorated top layer of paving, but will not be the permanent repair that is upcoming in late 2018 through 2019.

**Status:** Not Started

**Expected Completion:** 12-31-2019

**Execution Status:** Behind Schedule

**Activity or Project:**

Vehicle Purchases

**Description:**

We have been informed by several of our suppliers of a significant increase in the cost of steel. These increases will affect our large vehicle prices for the foreseeable future. We expect increases in vehicle prices by 10%. Budgets for 2019 will be adjusted accordingly and we will look at other options to bring down the costs of the vehicles in the 2018 budget. Supplier letter attached.

**Status:** In-Progress

**Expected Completion:** 12-31-2018

**Execution Status:** On Track

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**



NEWARK POLICE DEPARTMENT

WEEK 03/25/18-03/31/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	1	0	0
Rape	1	2	0	0	1	0
Unlaw. Sexual Contact	2	1	0	0	1	0
Robbery	7	6	0	2	13	0
- Commercial Robberies	5	1	0	1	0	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	4	0	1	11	0
Assault/Aggravated	6	6	2	14	6	0
Burglary	11	15	2	1	3	0
- Commercial Burglaries	5	7	1	0	0	0
- Residential Burglaries	6	7	0	1	3	0
- Other Burglaries	0	1	1	0	0	0
Theft	133	123	8	52	41	9
Theft/Auto	19	14	1	1	2	0
Arson	1	0	0	0	0	0
All Other	29	23	3	13	14	0
<b>TOTAL PART I</b>	<b>210</b>	<b>190</b>	<b>16</b>	<b>84</b>	<b>81</b>	<b>9</b>
<u>PART II OFFENSES</u>						
Other Assaults	69	67	5	33	55	9
Rec. Stolen Property	1	0	0	2	2	0
Criminal Mischief	57	55	0	11	12	1
Weapons	7	2	0	9	8	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	22	77	1	57	96	5
Drugs	43	22	1	47	34	3
Noise/Disorderly Premise	202	205	3	59	95	2
Disorderly Conduct	41	35	0	22	23	0
Trespass	40	44	3	16	11	1
All Other	121	96	7	105	84	5
<b>TOTAL PART II</b>	<b>603</b>	<b>603</b>	<b>20</b>	<b>361</b>	<b>420</b>	<b>26</b>
<u>MISCELLANEOUS:</u>						
Alarm	116	47	4	0	0	0
Animal Control	96	96	7	2	1	0
Recovered Property	66	64	6	0	0	0
Service	9858	9758	772	0	0	0
Suspicious Per/Veh	156	107	13	0	0	0
<b>TOTAL MISC.</b>	<b>10292</b>	<b>10072</b>	<b>802</b>	<b>2</b>	<b>1</b>	<b>0</b>

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	907	12,813	1,019	12,556



Newark Police Department  
Weekly Traffic Report  
03/25/18-03/31/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	2457	2876	204	228
DUI	40	41	6	4
TOTAL	2497	2917	210	232

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	61	53	4	4
Property Damage (Reportable)	265	280	17	11
*Hit & Run	65	62	4	3
*Private Property	58	71	8	4
<b>TOTAL</b>	<b>326</b>	<b>333</b>	<b>21</b>	<b>15</b>

\*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.

# MILLENNIUM

## STRATEGIES

### MEMORANDUM

**TO:** Andrew Haines  
**FROM:** Megan O'Brien  
**DATE:** April 1, 2018  
**RE:** Monthly Activity Report  
**CC:** Peter Blanos, Mark Brainard, Jill Hollander, and Ed Farmer

This memo will provide an overview of all work performed to date by Millennium Strategies on behalf of Newark during calendar year 2018. For more information, please contact Megan O'Brien.

• Applications Submitted – Awaiting Decision

Date Submitted	Funding Program	Purpose	Amount Requested	Anticipated Response
3/16/18	FEMA – Fire Prevention and Safety (FP&S) Grants	RMS Software and Toughbook Tablets	\$101,500.00	Summer 2018
3/9/18	USA Football – Equipment Grants Program	Equipment Funding	\$1,000.00	5/2018
3/1/18	National Recreation and Park Association (NRPA), Walt Disney Company – Play Spaces Grant	The Ecological Play Trail – Dickey Park	\$20,387.28	5/2018
2/28/17	Firehouse Subs Public Safety Grant	Fire Extinguisher Training System	\$18,940.89	5/2018
12/20/17	Walmart Foundation—Community Grant Program	After-School Programming	\$2,500.00	3/1/2018
12/15/17	DE Dept. of Safety and Homeland Security—Emergency Illegal Drug Enforcement	Illegal Drug Enforcement	\$6,730.46	3/15/2018
12/15/17	DE Dept. of Safety and Homeland Security—State Aid to Local Law Enforcement	Law Enforcement	\$11,653.98	3/15/2018
11/7/17	FEMA—Pre-Disaster Mitigation	Back-up Generator	\$104,168.00	4/15/2018
8/30/17	US DOJ - Edward Byrne Memorial Justice Assistance Grant (JAG)	Officer Overtime	\$18,887.00	10/1/17

- **Grant Applications Submitted, Funding Not Awarded**

<b>Funding Program</b>	<b>Purpose</b>	<b>Requested Amount</b>
People for Bikes Grant	Newark and Pomeroy Rail Trail Connection	\$10,000

- **Grant Applications in Progress**

<b>Due Date</b>	<b>Funding Program</b>	<b>Amount Available</b>	<b>Date Noticed</b>
7/1/18	Major League Baseball's Baseball Tomorrow Fund Program	\$40,000.00	3/12/18
5/17/18	Dollar General Foundation – Youth Literacy Grant	\$4,000.00	3/12/18

- **Other Grant Opportunities Recommended**

<b>Due Date</b>	<b>Funding Program</b>	<b>Amount Available</b>	<b>Date Noticed</b>
5/7/18	US Department of Agriculture (USDA) - Farmers Market Promotion Program (FMPP)	\$500,000.00	3/12/18
4/27/18	US DHS, FEMA - Staffing for Adequate Fire and Emergency Response (SAFER)	\$345,000,000	3/5/18
Rolling	KaBOOM! Creative Play Grants	2-4 carts of playground equipment	2/26/18
Rolling	KaBOOM! Build it with KaBOOM!	Custom-Designed Playspace	2/26/18
Rolling	KaBOOM! Build it Yourself	\$15,000.00	2/26/18
3/7/18	USA Football – Field Building Grants Program	\$50,000.00 FieldTurf Voucher	2/20/18
3/31/18	FM Global Foundation – Fire Prevention Grant Program	\$5,000.00	2/12/18
Rolling	The Home Depot Foundation – Community Impact Grants	\$5,000.00	2/12/18

HOUSE OF REPRESENTATIVES  
149th GENERAL ASSEMBLY

HOUSE BILL NO.

AN ACT TO AMEND TITLE 22 OF THE DELAWARE CODE RELATING TO TAXES.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

- 1           Section 1. Amend § 908 Title 22 of the Delaware Code by making deletions as shown by strikethrough and  
2     insertions as shown by underline as follows:

§ 908 Lodging tax.

Any municipality with a ~~population greater than 50,000~~ taxing authority and a state authorized charter may impose, by duly enacted ordinance, a local lodging tax of no more than 3 percent of the rent, in addition to the amount imposed by the State, for any room or rooms in a hotel, motel or tourist home, excluding educational dormitory facilities, as defined in § 6101 of Title 30, which is located within the boundaries of the municipality.

SYNOPSIS

This bill permits a Municipal government to impose and collect a lodging tax of no more than 3 percent on hotel and motel rooms located in the incorporated areas of the Municipality.

HOUSE OF REPRESENTATIVES  
149th GENERAL ASSEMBLY

HOUSE BILL NO.

AN ACT TO AMEND TITLE 9 OF THE DELAWARE CODE RELATING TO TAXES.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

1           Section 1. Amend Chapter 81, Title 9 of the Delaware Code by making insertions as shown by underlining as  
2 follows:

3           §8112. Lodging Tax.

4           Any county with a population greater than 500,000 may impose, by duly enacted ordinance, a local lodging tax of  
5 no more than 3 percent of the rent, in addition to the amount imposed by the State, for any room or rooms in a hotel, motel  
6 or tourist home, as defined in §6101 of Title 30, which is located within the unincorporated areas of the County.

SYNOPSIS

This bill permits a County government to impose and collect a lodging tax of no more than 3 percent on hotel and motel rooms located in the unincorporated areas of the County.

# South Green Projects

Facilities Real Estate and Auxiliary  
Services



# Project Information

- Residence Hall with Classroom Spaces
  - 650 Beds
  - Student Lounge Spaces
  - Community Kitchen
  - Laundry Facilities
  - 4 Classrooms
  - 6 Team Rooms





UNIVERSITY OF DELAWARE  
SOUTH COLLEGE AVENUE RESIDENCE HALL  
SITE PLAN

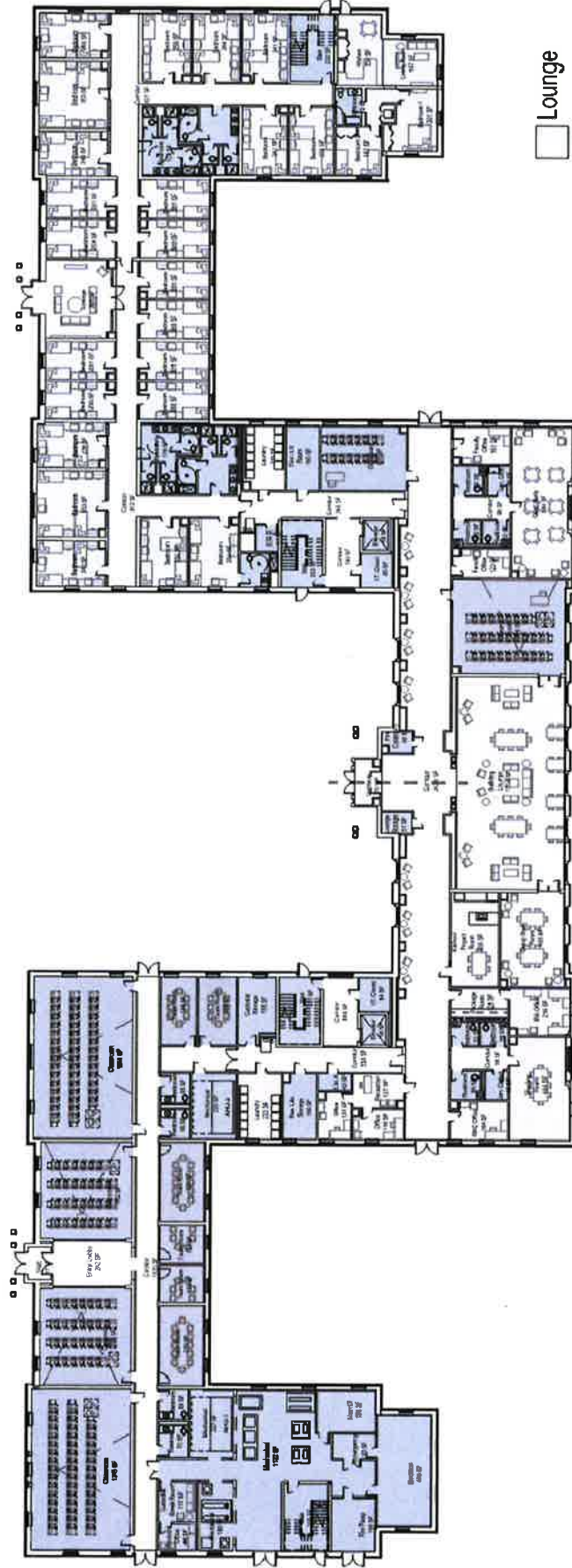
MAY 15, 1988

RAMSA  
Reconsidered  
Ground

VIEW FROM SOUTH GREEN

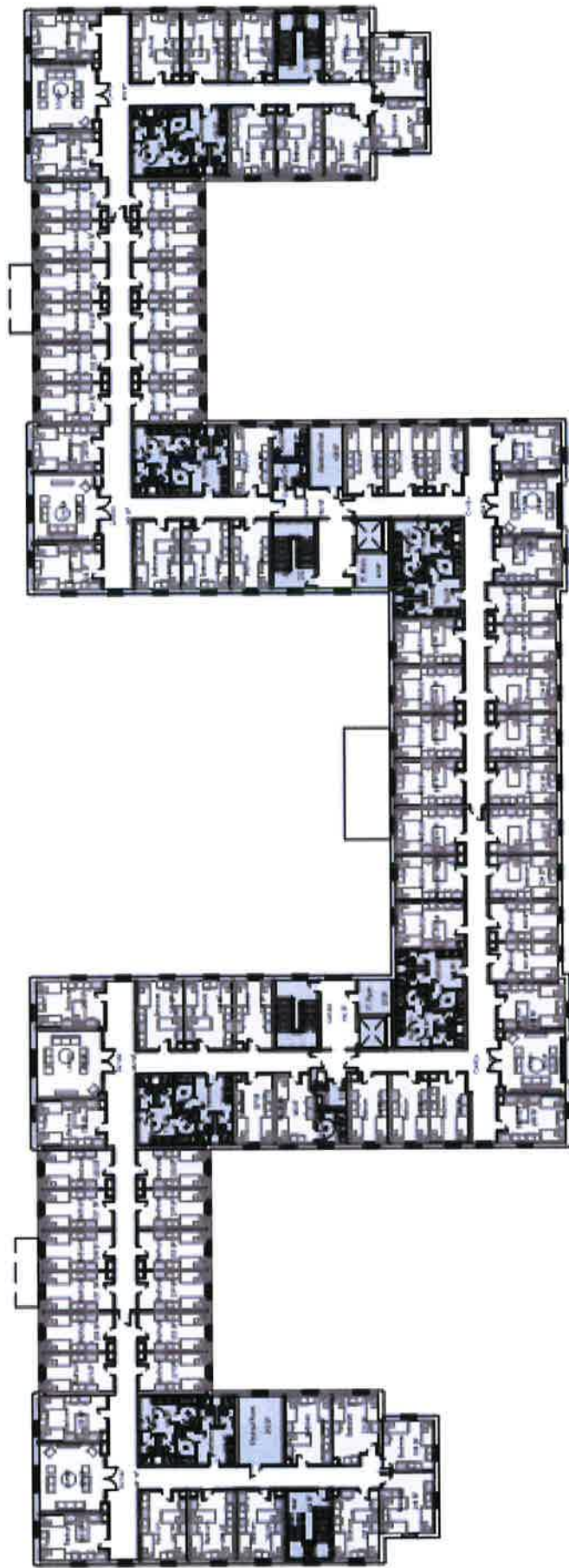






- ☐ Lounge
- ☐ Classrooms
- ☐ Bedroom
- ☐ Public Circulation
- ☐ Service
- ☐ Office/Administration

1ST FLOOR PLAN



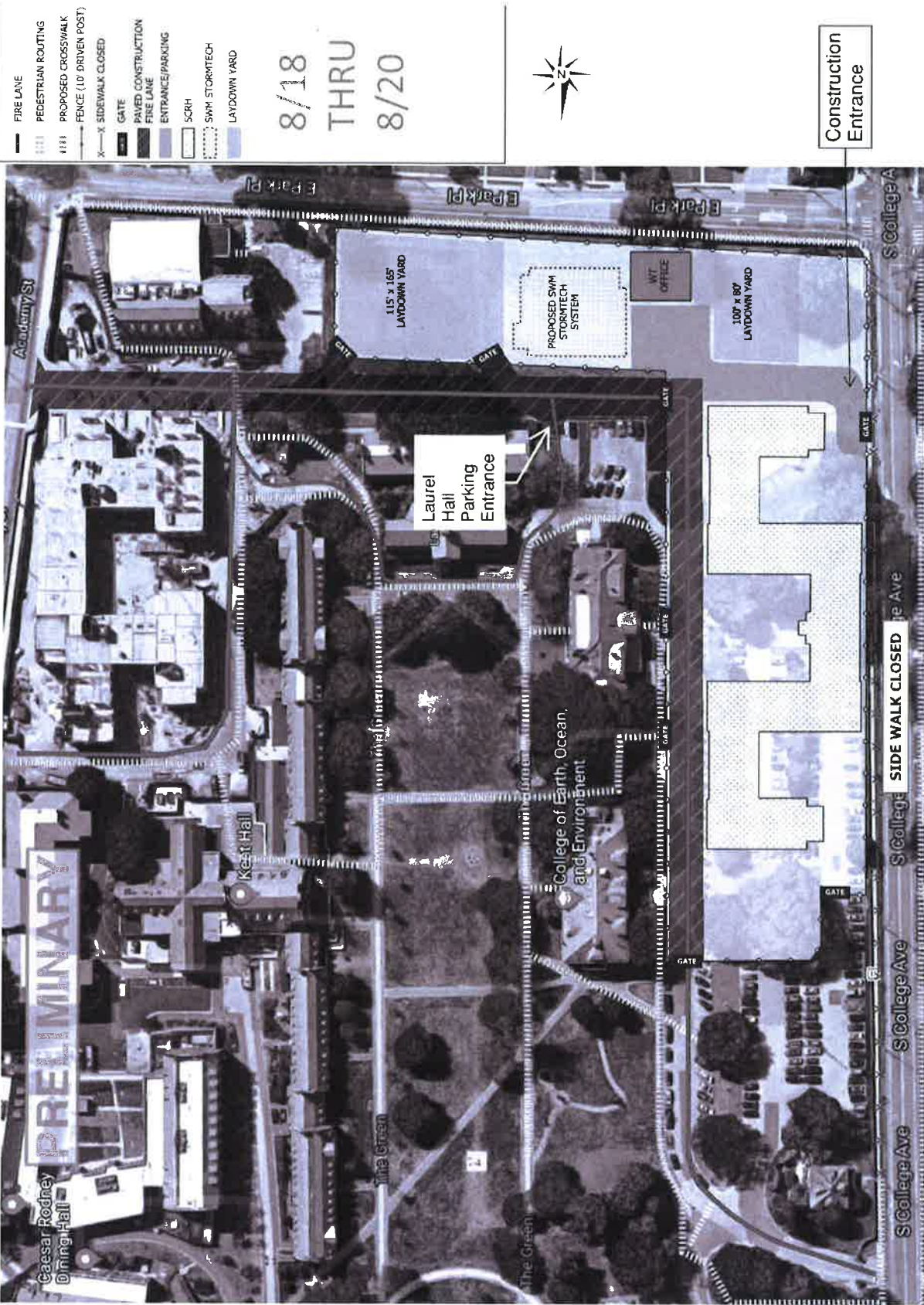
2<sup>ND</sup> and 3<sup>RD</sup> FLOOR PLAN



# SOUTH COLLEGE RESIDENCE HALL

## PRELIMINARY SITE LOGISTICS PLAN

University of Delaware  
SCRH Project  
Created by WT  
April 3, 2018



# Project Information

- Campus Utility Upgrade
  - Replacement of Chilled Water
  - Replacement of Steam and Condensate
  - Installation of new Chilled Water
  - Installation of new Steam and Condensate







# Contact Information

## Construction Project Information

Marci Hutton

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302-831-1744



Digital Records Project New Documents Created – March 22-April 4

Name	# of Documents	# of Pages	Types
Samantha	1,113	8,021	Court Documents/Parks & Recreation Documents
Sandy	715	3,435	Timesheets/Payroll Reports/Court Documents
Fred	768	1,349	Court Documents/Inspection Reports/Timesheets/Work Orders
Ana (PT)	317	2,037	Court Documents
Mecia (PT)	20	318	Miscellaneous Current Files
Sarah	88	331	Miscellaneous Current Files
Total	3,021	15,491	

Digital Records Project Documents Modified\* – March 22-April 4

Name	# of Documents	# of Pages	Types
Samantha	217	2,515	Quality Control
Sandy	354	967	Timesheets/Payroll Reports/Court Documents
Fred	675	737	Court Documents/Inspection Reports/Timesheets/Work Orders
Ana (PT)	89	507	Quality Control
Mecia (PT)	12	31	Miscellaneous Current Files
Sarah	24	75	Miscellaneous Current Files
Total	1,371	4,832	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188		
May	18,988		
June	15,578		
July	26,106		
August	22,939		
September	29,779		
October	31,314		
November	36,662		
December	32,295		
Totals	352,488		

\*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

